West Va. Conference Seminary

# Business College,

Buckhannon, West Va.

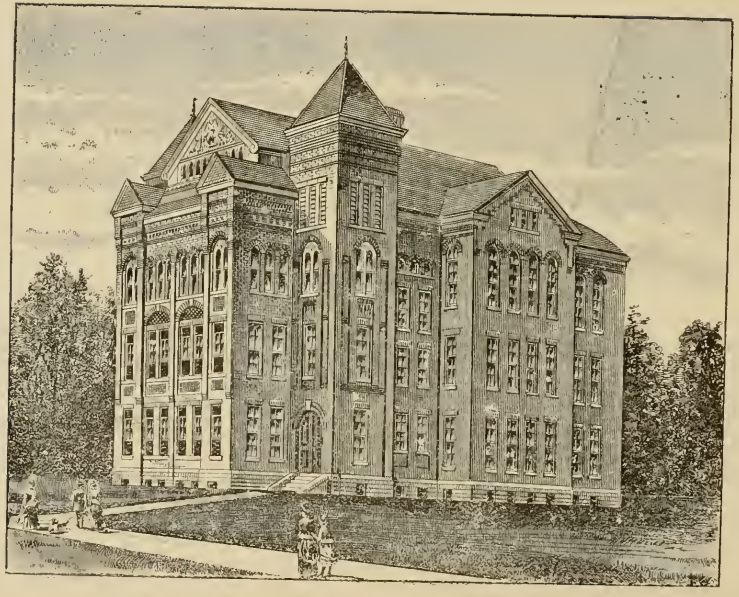
# CIRCULAR.

## W. VA. CONFERENCE SEMINARY

# BUSINESS COLLEGE and STENOGRAPHIC INSTITUTE,

BUCKHANNON, W. VA.

T. McCREERY, Pr., Buckhannon, W. Va.



# Our Maxim.

Candor,

Prudence,

& Prosperity.

## Patrons, Students, Friends,

WE fully recognize that the West Virginia Conference Seminary Business College and Stenographic Institute is universally conceded to be the leading Institution of the kind in the State. Among all business educational forces in our State it stands in the front rank. It has been and is the sincere desire of the management to give full satisfaction to every one who enters this Institution for the purpose of being instructed. We are laboring earnestly and faithfully in the interest of an education that will promote the general welfare and progress of our people. We respectfully offer our heartiest thanks for the cordial support and gratifying confidence which our patrons from the several parts of the State have granted to us in the past. We are fully aware that continued and enduring success depends upon our attention to business and an unflinching determination to do all in our power for the physical comfort and intellectual advancement of our students. This we aim at and do to the best of our ability. There is always a large percentage of individuals who are willing and desirous of paying a fair price for that which is absolutely first class, and it is to these we most especially appeal. Our staff of teachers have been chosen not only in view of superior attainments and acknowledged ability in their several departments, but also with regard to those high social and moral qualities which are so important in those after whom the students will copy. We desire to serve our patrons in such a manner as to merit their full approval. Notwithstanding the unusual success that has crowned our efforts in the past, we are still fully convinced that more can be achieved in this direction, and are resolved that no opportunity to increase our facilities, and aid those who come to us, shall pass unimproved.

Truly grateful for the many courtesies and favors of the past, and soliciting for the future your kind consideration, we remain

Yours very truly,

**D. M. McIVER, Principal.**

D. M. McKee.

ALL who are interested in Business Education are respectfully requested to peruse the contents of this circular ,and learn therefrom of the facilites afforded young and middle aged men and women for the aquisition of a thorough business training. Each student receives individual instruction, and special attention is given to those whose early education was neglected. The sole ambition of the management is to give full satisfaction to every one who enters this institution for the purpose of being instructed.

"God gives all things to industry; then plow deep while sluggards sleep, and you will have corn to sell and keep."

# LOCATION.

IN this beautiful mountain State of W. Va., there is no city that presents more natural attraction than the City of Buckhannon, and no place in the state offers as we do: a school situated in a beautiful campus of forty-three acres, overlooking the beautiful waters of the Buckhannon River. Few colleges are favored with equally fine grounds.

The city is healthy, and supplied with electric light: has paved streets, and is free from saloons.

The citizens of Buckhannon are moral and law-abiding, and the city is free from the vicious temptations which abound in larger cities.

The people are intelligent and hospitable, and are ready to extend a cordial welcome to students.

The building is only a few minutes walk from the center of town and from the railroad station.

? MORAL.—Come to the W. Va., Conference Seminary Business College which is so charmingly located.

"Money paid for an education is not an expense but an investment."

WHO are the coming men? The railroad kings, merchant princes, and leaders in all lines of enterprise and thought of the next generation are now in embryo. Who are the coming men? The boys now in the business college will make themselves felt, and will be among these great men.

"Nine out of ten of the rich men of our country to-day started out in life as poor boys; they went on gradually, made their own money and saved it, and this is the best way to acquire a fortune."

"Young man, qualify yourself for business. The professions are full and the age demands it. Educate yourself for business. A business man for the farm, counting house, and commercial pursuits, and you will succeed now and hereafter."

"For honest, intelligent work in business, in the professions, in agriculture, and in the mechanical trades, there cannot be too much good practical education."

Men of practical talent are now sought for in country and city. They are wanted everywhere, and will be called for hereafter more than ever. Where are these men to come from, these thousands of Napoleons in commerce? Now is the time to train young men for business pursuits for the great avenues of wealth and distinction and power which wealth confers. We are preparing young men for the learned professions. This is well. But where one is wanted, a thousand is wanted in the great army of business. Parents, as you value the happiness of your sons, give this matter careful consideration. A thorough business education will ever be a blessing to your children, by enabling them to qualify themselves for the stern realities of an active and successful life. At no better place can you do this than at the West Virginia Conference Seminary Business College.

"A young man well versed in business matters is always wanted."

# The Aims of this Institution.

TO SO TREAT, INSTRUCT, and advise those who place themselves under our tuition, that when leaving they can truthfully say that their time has been pleasantly spent and their money profitably invested.

TO INFLUENCE STUDENTS to pursue only those branches of study that will directly benefit them in their after career in business life, and for which they have special taste or talent.

TO PLACE THEM in posession of such skill or knowledge, whereby they can benefit any community.

TO REPRESENT OUR SCHOOL as it is as nearly as we can and to underrate its advantages rather than to overestimate its worth, so that when pupils come from a distance they will find it even better than advertised.

TO ADMIT AS STUDENTS only those whose deportment is that of a lady or gentleman, and those not proving themselves such will be asked to forfeit all rights and privileges to the college.

TO DO ALL IN OUR POWER to place (free of charge) such of our students who prove themselves worthy of our recommendation, into positions where they can follow their gifted inclinations with pleasure and profit.

We have neither time nor inclination to write cards and distribute chromos. This institution is devoted to business education.

"Education is the cheap defence of nations."

"We build the ladder on which we climb; fame waiteth at the top."

# Board of Instruction.

PRES. B. W. HUTCHINSON A. M.,

Lecturer on Political Economy.

PROF. D. M. MCIVER, Principal.

Book-keeping, Arithmetic, Commercial Law, Correspondence, and Business Practice.

MRS. ALMA G. MCIVER, Preceptress.

Shorthand and Type-writing.

MR. S. I. CARNEY, Sec.

Shorthand and Type-writing.

MR. G. D. SMITH.

Practical Grammar and English.

MR. D. M. WILLIS,

Plain and Ornamental Penmanship.

"Knowledge is the power that moves the world."

"There is nothing like a fixed, steady aim, with an honorable purpose; it dignifies your nature and ensures your success."

# LECTURERS.

The following talented gentlemen will deliver Lectures on the important subjects named.

| | |
|---|---|
| B. W. Hutchinson, President W. Va. Conference Seminary, | Political Economy. |
| W. C. Carper, Attorney-at-Law, | Domestic Relations. |
| Capt. A. M. Poundstone, Attorney-at-Law, | Negotiable Paper. |
| G. M. Fleming, Attorney--at-Law, | Banking. |
| U. G. Young, Attorney-at-Law, | Partnerships. |
| W. D. Talbot, Prosecuting Attorney and Attorney-at-Law, | Real Estate Conveyances. |

"Long is the road that leads to highest excellence."

"The sleeping fox catches no poultry."

# Courses Of Study.

THE Courses of Study embrace only such topics as are of the greatest interest and value to every young and middle-aged man or woman.

The Text Books used are the best in use, being the most popular, most widely used and most practical now in print, and are used almost exclusively in the first grade business colleges in the United States and Canada. The instruction differs widely from that afforded by ordinary business colleges, both in method of teaching and matter taught.

The system of education pursued is at once intellectual and eminently practical, meeting in a very marked degree the requirements of Merchants, Bankers, Lawyers, Doctors, Clergymen, Teachers, Bookkeepers, Clerks, Artizans, Mechanics, Farmers, Manufacturers, Agents, Partners, Capitalists, Publishers, Proprietors and Public Officers.

"A man of honor respects his word as his bond."

"Never you mind who neglects his duty, be you faithful and you will have your reward."

# "Complete Book-keeping,"

## Double and Single Entry.

OUTLINE of Contents of "COMPLETE BOOK-KEEPING."

DEFINITIONS AND RULES—Exercises on applying the principles of debit and credit.

BUSINESS TRANSACTIONS to be journalized, posted, and trial balance taken.

SAME BUSINESS CONTINUED, business transactions to be journalized, posted, balance sheet taken, and the accounts showing losses and gains closed.

THE ACCOMPANING EXPLANATIONS and illustrations are so full and explicit that a pupil of ordinary ability is enabled to perform the work correctly and understandingly.

Questions for Review.

A NEW BUSINESS IS TAKEN UP, but the work is supplementary to the foregoing, illustrating the same principles and methods, but throwing the pupil more upon his own resources, by giving him less aid in the way of explanations and illustrations and causing him to apply in a practical way the knowledge obtained previously.

COMMERCIAL PAPER. Considerable space is next given to explaining and illustrating the important subject of Drafts and other Commercial Papers.

THIS IS A SUBJECT which gives pupils much trouble as ordinarily treated, but it is here so fully and carefully explained and illustrated, that the dullest pupil cannot fail to obtain a thorough understanding of the principles involved, and the manner of applying them.

"A wise man knows his own ignorance; a fool thinks he knows everything."

A Large Number of Examples and exercises are given for practice, which is especially designed to give additional drill in applying the principles relating to Commercial Paper in general and Drafts in particular.

In addition to the books heretofore used, the Cash Book as a principal book, and the Bill Book as an auxiliary book, are taken up and fully explained and illustrated, and suitable business transactions provided to give practice in their use.

Business Practice.—The transactions are intended to furnish an opportunity to use the work to illustrate actual business; that is, requiring the pupil to write up the papers, as Drafts, Notes, Checks, Invoices, Orders, Letters, &c., and using Imitation Money; in other words, carrying out the practical features connected with the work.

The Work Outlined above comprises the introductory part of the book. There are five distinct sets, with a change of business in each set. The sets are short, made up of simple yet practical business transactions. The short sets necessitate frequent Trial Balances, Balance Sheets, and closing the Ledger, so that the pupil secures ample drill to make him thoroughly familiar with this work.

Review questions are given at the end of each set—Examinations are required and miscellaneous questions are provided for this purpose.

The Special Sets which follow, and which make up the advanced portion of the book are not designed simply to teach the technicalities of the different kinds of business illustrated, but by these Model Sets of Books, as now used in Modern Business Houses to give a broad knowledge of the whole field of accounts, that will enable the possessor not only to readily comprehend the technical features of books in use, but when desirable to originate forms adapted to any special business.

Single Entry Book-Keeping is next introduced. The subject is very thoroughly treated in this connection. It takes up the work in the simplest forms, and by gradual steps carries it up to the

more complex methods of Single Entry Book-keeping. Changing from Single Entry to Double Entry is fully elucidated, and the explanations and illustrations given are so complete that no difficulty need be experienced by any one in performing the work correctly and understandingly.

RETAIL BUSINESS.—A simple and labor saving system of book-keeping, especially adapted to the Retail Business of Groceries, Markets, Shops, etc., is next introduced and fully explained and illustrated. This set is comparatively short—the work being provided sufficient only to give the pupil a practical understanding of the special features involved, instead of being made so long as to be tedious. The books and methods employed in extensive Retail Houses are also explained.

A SET illustrating the books of a Coal Business is next introduced. In addition to the other labor-saving devices introduced in this set a plan is provided by which the stock on hand is shown at all times by the books, thus saving the time and labor required in taking an inventory in the ordinary way. This set contains many features that may be advantagesusly employed in other lines of trade.

NEXT IN ORDER IS THE LUMBER BUSINESS BOOK-KEEPING, a system of book-keeping adapted to the wholesale and retail lumber business. Books adapted to the requirements of the manufacturing and jobbing of lumber are also illustrated and explained in this connection.

IN CONNECTION WITH THE WORK OF THIS SET, instructions are given for measuring logs and lumber with "short cut" process for calculating their cost. Explanations and illustrations are also given for keeping Time Book and Pay Roll, and explaining how to "pay off." The work of this set is calculated, not only to give the pupil practice in keeping books adapted to this particular business, but at the same time to make him familiar with the methods in use for measuring and calculating lumber, and to afford him practice in applying them.

COMMISSION BOOK-KEEPING is next introduced. a simple, practical, and labor-saving and easily comprehended method of keeping Commission Books.

THE FOLLOWING SET, VIZ:—THE JOBBING SET is one of the most practical and valuable sets in the book.

Following the Jobbing Set comes THE INSTALLMENT BUSINESS.—A thoroughly practical, labor-saving set, illustrating a system of book-keeping adapted to an Installment Business. By the use of this system of book-keeping an auditor or expert accountant can audit a set of books easily and rapidly, and with a positive knowledge that the books are correct.

THE NEXT SET illustrates a system of book-keeping for a MANUFACTURING BUSINESS, and the methods of changing a set of Partnership Books to those of a JOINT STOCK COMPANY. The entire set is illustrated and contains the records of the preceding fiscal year, which becomes the basis for the calculations and business of the current year. The business is conducted for one month as a Partnership, at the end of which time it is changed to a JOINT STOCK COMPANY. A special feature of this set is the employment of the same business books for the JOINT STOCK COMPANY as were used in the Partnership. It is a model set in every particular.

BANKING COMPLETES THE LIST of special subjects treated. The work is of such a character and is presented in such a way as to secure and hold the pupil's interest from beginning to end, and to make him thoroughly familiar with the principles of banking, as well as to give him a practical knowledge of how to apply them. Preceding the work of the set, full instructions for organizing and conducting a bank are given, together with much interesting and valuable information upon the subject of banking in general. This is unquestionably the briefest, most practical, and most easily comprehended set on banking that has ever been published.

A SET FOR ADVANCED BUSINESS PRACTICE completes the regular work of the book. The set is de-

"Every man may according to his opportunities and industry, render himself almost anything he wishes to become."

signed to furnish opportunity to illustrate the practical features of business—buying, selling, using money, drawing commercial paper and business forms of all kinds—in fact carrying out the actual requirements of trade. Offices are used in connection with the work, embracing the Banks, Merchants' Emporium, and Commercial Exchange.

APPENDIX.—In the Appendix will be found, Table of Contents, Dictionary of Commercial Words and Phrases, List of Abbreviations and Contractions, Forms of Commercial and Legal Paper, forms of special books with explanations, Supplementary exercises, Hints and Suggestions to Book-keepers, and a large amount of important and useful information which could not conveniently be incorporated in the body of the work.

SOME OF THE DISTINGUISHING FEATURES OF THE WORK.

1.—It simplifies the subject, making it easily understood and applied.

Instead of mystifying and discouraging the learner at the outset with obtruse theories and disquisitions upon the science, the study is made interesting and attractive by so combining theory with practice, at the very beginning, as to make the principles easily understood and readily applied by the pupil.

2.—IT FASCINATES AND STIMULATES THE PUPIL IN HIS WORK.

New features are rapidly introduced, and are accompanied by such complete directions for their applications that the interest and zeal of the pupil are not only sustained but constantly increased.

3.—IT ENCOURAGES SELF RELIANCE ON THE PART OF THE PUPIL,

The directions given in the book are so complete and easily applied that the pupil naturally acquires a degree of confidence in himself, and an independence of action not secured by any of the old methods.

4.—IT CONTAINS A LARGE NUMBER OF PAGES OF ENGRAVED PENMANSHIP.

This is a distinguishing feature of the book. It not only aids the pupil greatly by presenting the

"Make a start young man. To succeed in life requires a start, and to make a start requires courage. Young man, have you the courage?"

Bulwer says, "What men want is, not talent, it is purpose; or in other words, not the power to achieve but the will to labor."

book-keeping forms EXACTLY AS HIS SHOULD APPEAR, but also serves as a constant incentive for him to improve his handwriting.

5. IT IS COMPREHENSIVE, PRACTICAL, AND ABREAST OF THE TIMES.

The book having been recently published, it contains all the latest contracted methods and labor saving devices for keeping accounts. While the sets have been prepared with special reference to simplicity and clearness in illusrating principles, business usages have been carefully observed throughout the book, making it practical and complete.

NOTE.—All our other books are equally as good as Complete Book-keeping and as highly recommended.

BOYS WHO HAVE BECOME DISCOURAGED IN SCHOOL, and who have found ordinary courses of study tedious and irksome, or who have not accomplished all they could wish in other schools, have, in coming to us, found the change more beneficial.

The work in our department is characterized by a great degree of variety, has more interesting features; and less of monotony and school room drudgery than ordinary courses of study. These qualities invariably inspire interest, and often enthusiasm in young men who have become completely demoralized in regard to their education. It is useless to continue a boy or girl in school when it seems to him or her more like prison life than a course of preparation for the future.

One of the most valuable things a student learns in the West Virginia Conference Seminary Business College is absolute accuracy. Many a young man utterly fails because he has not learned the lesson of accuracy. Exact results are what are demanded in the business world, and the whole tendency of our course of instruction is to develop habits of accuracy, neatness, and rapidity.

The best men say that if a youth spends ample time in a first-class business college and then goes to business, he overtakes the youth who has had several years start of him in office or ware-house.

"Love, therefore labor; if thou should'st not want it for food, thou may'st for physic. It is wholesome to the body and good for the mind; it prevents the fruit of idleness," —WM. PENN.

## OFFICE DEPARTMENT.

This department is elegantly fitted up and furnished, and the work here performed is the most interesting and important part of the business course, and gives the student a thorough and practical knowledge of book-keeping and the routine of a counting house.

This department comprises a Commercial Exchange, Merchant's Emporium, College National Bank and Flour City Bank, all of which are beautifully fitted up, and supplied with office books, similar to those used in the best business houses. The duties of the student in these offices become a pleasure rather than a task. He fills in regular order all the various positions in the different kinds of business represented, and is thus afforded the best advantages for acquiring a knowledge by actual practice of the great variety of duties which business men of to-day are called upon to perform. The work of each student is carefully examined by the superintendent of that department, and promotion awarded according to proficiency shown. Those who have taken a course at an inferior Commercial School, may obtain a practical knowledge of business and accounts, by spending some time here.

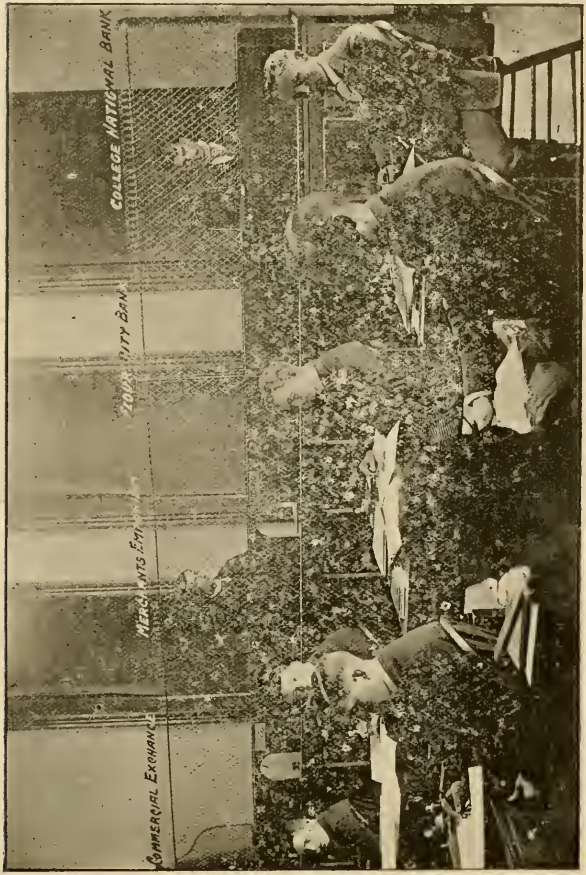
### COMMERCIAL EXCHANGE.

This office is a medium through which the other offices and students in the Business Practice Department make their exchanges. It is carried on similar to the Clearing Houses in large cities.

### MERCHANT'S EMPORIUM.

In this department all the modern and advanced ideas of practical book-keeping are embodied in an extensive set of books, similar to those used in the best wholesale houses at the present time. The students in this department buy from manufacturers, and fill the orders of the other students in the Business Practice Department of this College. The other work performed in this department comprises writing and copying letters, making and copying bills, verifying invoices, rendering statements drawing and accepting drafts, making notes paying and

"Let your business transactions be of a business like character."




Partial view of Business Practice Department of West Virginia Conference Seminary Business College June, 1892.

endorsing different forms of commercial paper, doing business with the bank, making balances, and keeping an extensive set of books, and thereby obtaining a thorough knowledge of wholesale office work, and a thorough drill in modern book-keeping.

## COLLEGE NATIONAL BANK.

After completing the work in the other offices the student enters the College National and Flour City Banks. A completely equipped department which illustratrates in an exact manner the working of a chartered bank.

## FLOUR CITY BANK.

This office conducts a regular banking business n every detail. It receives the deposits and pays the checks of those in the Business Practice Department and the other offices, collects their notes and drafts,renews and discounts their paper, issues certi ficates of deposit, and certifies checks. All the transactions are bona fide. The papers and forms are actually drawn and used precisely as in the business world. The students fill in order the positions of Discount and Collection Clerk, Receiving and Paying Teller, Ledger Keeper, Accountant, and Cashier.

The Bank is supplied with books, similar to those used in the best banks at the present time. In addition to book-keeping the student here learns to count money rapidly, to make balances, obtains a thorough acquaintance of commercial paper, the courses of exchange between great business centres, and has an excellent drill in the posting and balaning of large books while working through the different offices.

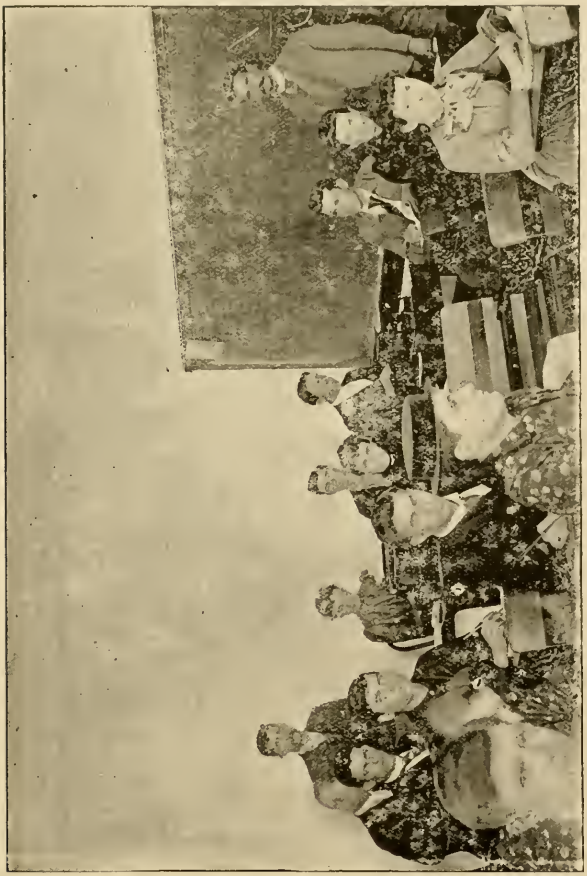
"All who pass through the door of success, will find it labelled—push."

# Opportunities for Young Men.

Many young men are waiting for positions where no particular qualifications are required; but such positions are few.

"If I were only sure of a first-class position," says a young man, "I would not hesitate about qualifying myself with a thorough training," all the while allowing golden opportunities to drift by. If young men and parents could but realize the necessity for and benefits likely to result from a thorough commercial education, there would be thousands availing themselves of the superior advantages afforded at these institutions, that are living an aimless life. There is always a demand for young men and women of good moral character, and first class qualifications. There are plenty of opportunities running to waste everywhere like the golden fruit of an over-burdened orchard. But to profit by these golden opportunities, a person must possess the necessary qualifications, and a great deal of pluck and energy. Many a man who has been unsuccessful, would to-day be on the high road to success and prosperity if he had possessed a thorough knowledge of business. At no better place can you qualify yourselves than at the West Virginia Conference Seminary Business College and Stenographic Institute.

"He who can plant courage in the human soul, is the best physician."



Students in Shorthand Department of West Virginia Conference Seminary Business College June, 1892.

"I know no such thing as genius; genius is nothing but diligence."

# Shorthand and Type-Writing.

THE DEMAND FOR INSTRUCTION IN SHORTHAND AND TYPE-WRITING is the outgrowth of a demand in business for shorthand writers and type-writer operators.

THE BEN PITMAN PHONOGRAPHY is pronounced by the most expert stenographers to be the best, the most readily learned, and the most easily practiced of all the systems that are considered worth learning.

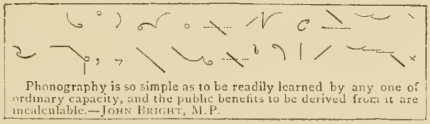
THE WHOLE OF THE SYSTEM, by which such signal advantages are secured, is based on a simple scale of consonants and vowels.

THE MOST CELEBRATED REPORTERS in the world write this system, and among English speaking peo- it is the most popular in use.

IT POSSESSES STERLING MERIT and thorough reliability, the reporter's notes being more legible than in any other system.

IT POSSESSES A LITERATURE of its own, including many standard works, beautifully printed, and sold at a very low price; thus the student has the advantage of constant reading practice.

THE REPORTER WHO USES PITMAN'S SYSTEM has privileges which cannot be obtained by the adherents of any other system.




"Toil is the price of excellence."

"Fortune ne'er helps the man who's courage fails."—*Sophocles, B. C. 480.*

ALL THE OTHER PHONOGRAPHIC SYSTEMS are merely modifications or imitations of this original invention. Just in proportion as a knowledge of its advantages is spread among the people, will be its accelerated progress toward universal adoption.

THE GRADUATE IS NOT HINDERED IN FINDING EMPLOYMENT, from the fact that he has not had experience, for he has to do a certain amount of stenographic work before a diploma is awarded. Our advanced students take dictation, and assist their instructors in doing typewriter copying, transcribing, letter press copying &c. This is actual work, and gives the student a training and feeling of self-reliance, which nothing less than responsible service can do. The learner is not considered a mere pupil but an apprentice, rather. The tuition is reasonable, and the learners are, as a class energetic, and the beginners find here an atmosphere by which they are inspired to put forth their best efforts.

## WILL IT PAY.

EDUCATED heads and skilled hands are always in demand. "There is no royal road to wealth," but merit and energy are sure to be rewarded.

NO YOUNG MAN OR WOMAN can invest the same amount of time in any way, that will open to them such reasonable possibilities of useful and paying employment, and such possibilities of financial success as in a thorough business education.

"Practical education implies the art of making active and useful what we learn."

"Let all the ends thou aimest at be thy country's, thy God's and truth's."

# Value of a Business Education.

PEOPLE no longer ask the question: "What do you know?" but "What can you do?" We must be educated and know how to do something. Therefore, practical education is the very thing needed to-day to win the battle of life.

"He who would thrive in Business has has no business in any college but a business college."—President Tanner.

"I Wish every Man had such an Education, every young man especially, and if either of my sons had lived, and I had trained him, as I should have tried, to be a great and good farmer, I should have want-to send him at least one six months to a business college, to give him the aptitude and habits of a thorough business man."—Horace Greely.

"I do not object to Classical Learning, far from it; but I would not have it exclude the living present. Therefore, I welcome the business college in the form it has taken in the United States, because it meets an acknowledged want, by affording to young people of only common scholastic attainments, even the graduates from Harvard and Yale, an opportunity to learn important and indispensable life lessons before they go out into the business life."—Garfield.

"If a father wishes to give his son a legacy that will endure while life lasts, let him send him to an institution where he can obtain a general practical business education, and he will have the satisfaction of knowing that he has given him what is better than houses, lands and farms, or even gold and silver. These things may suddenly take wings and fly away, but this knowledge will last while life and reason exist."—Horace Mann.

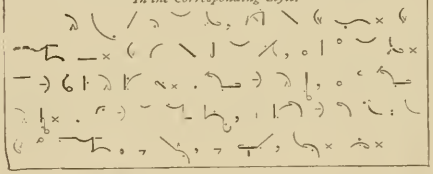
"Accept work as the object of your life."

"If the devil catch a man idle, he'll set him to work."

# The Demand for Shorthand.

THE LORD'S PRAYER.

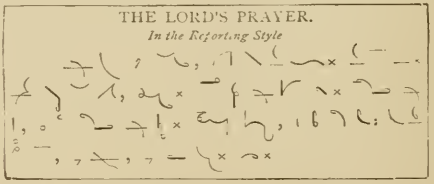
*In the Corresponding Style.*



∴ WE live in a fast age. The railroad, the steamboat, the telegraph, and telephone are carrying us on at a wondeful speed; so rapidly, in fact, that the business man, the correspondent, the Court, the Legislative body, the newspaper reporter, the minister and lawyer would be left far in the rear were it not for the aid of the increasingly popular, profitable, and pleasant accomplishment, Stenography or Shorthand, The employment of this art. for business and professional purposes has become so general, that the demand for thoroughly competent amanuenses is constantly increasing. Business firms and officials, who a few year ago had not the remotest idea of the need of such help, to-day have their stenographer, and consider his services indispensable. The correspondence and similar work, which formerly was attended with much labor, and which perhaps consumed half the proprietor's valuable time, may now be consummated, so far as his service is needed, in less than an hour; thus enabling him to give his attention for the remainder of the day to other duties.

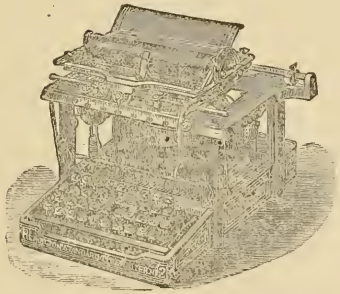
THE LORD'S PRAYER.

*In the Reporting Style*



"Be in earnest; be self-reliant; be generous."

## Short-hand and Type-writing.



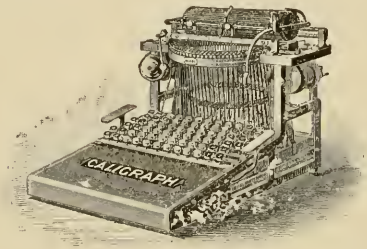
"I WANT a man" said a New York merchant recently, to the head of an employment bureau, "who can take my idea in three words and put it into shape in a letter, neatly written, spaced and directed. If I can get such a man he is sure of a good place as long as I main business." But the intelligence could only reply, "If we had twenty such men they would all find places to-morrow and as many the day after."

"If a young man wanted to be always sure of a good position," said a business man in Boston lately, I would have him learn to write well, master short-hand and type-writing, and add book-keeping so that he could keep my accounts at a pinch. Then no matter how hard the times might be, he would be sure of work. If he got out of a place, I would agree to take care of him until he found another every time.

The Short hand and Type-writing depatments are supplied with every facility to enable the students to rapidly and successfully acquire a practical knowledge of these important subjects. The writing machines used in these departments are the Caligraph and the Remington, which have been the standard machines in use for many years.

How Long.—In answer to queries as to how long it requires to complete a course, will say that it

depends wholly upon the individual, his aptitude, application, and previous preparation. As an average from four to six months is sufficient time. Some students, however, complete the full course in less time.




Level headed young men, who have learned of the superior advantages to be enjoyed at the West Virginia Conference Seminary Business Colleges have passed a number of business colleges, regarding which they had information, to come to the West Virginia Conference Seminary Business College.

# PENMANSHIP.

## Business and Ornamental.

Business Writing.—We aim at a good hand writing that can be written rapidly and read at a glance. We waste no time with discussions, but teach strength and freedom of movement and neatness of line and letter. The instruction in this department is and will be of so high a grade that there can be no question as to where to go to learn to write. Many of our leading business men owe their success in life to their penmanship which first secured them a position and favor which their abilities afterwards turned into promotion and success. The hand best adapted to business men in their various avocations and requirements is the

one that can be most rapidly and easily read, with sufficient grace of line and beauty of form, without display or flourish, to be pleasing to the cultivated taste. To this end are directed all the energies of the instructors in this department. Business men are continually in need of young men and women to fill positions of importance, and the universal request is. "Send me one who can write a neat rapid hand." Some years since a prominent banker in addressing the students of a college said, "Young men, do not fail to secure a good hand writing, for to a young man commencing business it is equal to a capital of $10,000. This capital is within the reach of any one with two or three fingers on either hand, and energy enough to work for it."

Class drills and exercises in movement together with explanations from the black-board of the forms of letters are given daily. Not only so, but in all the writing done by the students in the books, examination papers or in filling out business forms, the quality of the writing must be the best effort of the writer, and the style must conform to that plain neat and business like styly taught in our college. The students thus soon improve by this unremitting practice, and many become elegant business writers.

Students are also trained in a neat accurate and fluent style of making figures which are really as essential as the writing of words.

We do not tolerate flourishes or display of any kind in this department, but when students desire to become proficient in ornamental work for the purpose of teaching the art in all its perfection and beauty, or merely for an accomplishment, ample facilities are afforded them in our Ornamental Penmanship Department.

West Virginia Conference Seminary Business College was not, as some may suppose, established for the limited purpose of making book-keepers, but more particularly for the training of young and middle aged men and women in the forms and customs of doing business, giving them practice and experience in the best systems of conducting business transactions, and entering into numerous de-

tails of every-day business life. This joined together with a thorough knowledge of accounts, commercial calculations, and accompanied by a neat legible and rapid hand-writing and a familiarity with commercial law, cannot fail to be a great help to every person engaged in the conflict for position, honor, and wealth.

Absolute thoroughness is aimed at in the system of instruction, the discipline is strict while not severe, and everything is so arranged that an absorbing interest is taken by the student in the various departments.

Travel itself being one of the best educators is worth all it costs, therefore travelling expenses should not be considered.

A college that enjoys the universal respect, confidence, and esteem of the community at large, and which is so strongly in sympathy with the business public that it can secure renumerative employment for its young people when they graduate ought to receive the hearty support of all who are interested in business education. Such an institution is the West Virginia Conference Seminary Business College and Stenographic Institute.

WHAT BUSINESS MEN WANT.—They require something more of an amanuensis or shorthand writer than the ability to write 100 words a minute, and reproduce that on the type-writer. If a girl or a young man show themselves worthy, they in a short time, not only write the business letters of the man, but his private letters, his confidential letters. It depends almost entirely on the amount of confidence he has in his amanuensis. One of the first things that is required of the amanuensis is to be closed mouthed, to keep all secrets, when outside of the establishment to forget everything that occurred there, when at home not to speak of what has been dictated to him nor what has been written in letters. TO BE THOROUGHLY USEFUL TO AN EMPLOYER he will never breathe to his best friend anything learned in the office. If he will not keep up to this high standard he will find he is not wanted. Business men value that quality more than anything else, because he can develop the

other qualities. There is not a thing about correspondence that he ought not to be able to do, even to writing a good hand. Some teachers of shorthand, who have a type-writer are apt to believe a good hand writing amounts to nothing. A GOOD PLAIN BUSINESS HAND that looks as though it was written without effort, and causes the reader, just as soon as he sees it to say, "How beautifully that was written; how easily that was written; there is the hand writing I want" is worth something to the writer.

WOULD YOU LIKE TO GAGE YOUR OWN FUTURE FOR A POSITION OF PROMINENCE? Would you like to know the probabilities? Enquire within. What are you doing to make yourself valuable in the position you now occupy? If you are doing with your might what your hands find to do, the chances are ten to one that you soon become so valuable that you cannot be spared from it, and then singular to relate, will be the very time when you are sought out for promotion for a better place.

CHARLES DICKENS WRITES:—The one serviceable, safe, certain, remunerative, attainable quality in every pursuit is the quality of attention. My own invention, or imagination, such as it is, I can most truthfully assure you, would never have served me as it has, but for the habit of (common place,) humble, patient, daily, toiling, drudging attention.

COMMERCIAL LAW.—A knowledge of the law of trade and commerce is fully appreciated by every man who has been engaged in business. Therefore, that the student may know something of the responsibilities he is to assume (when engaged in business,) and the legal consequences of his acts, we have deemed it necessary to teach the law affecting the ordinary transactions of business life. This we do in such a manner that the student soon becomes interested in the subject, as he can easily understand it and readily remember it.

The student is instructed in the general principles of Contracts, Negotiable Paper, Sales of Personal Property, Agency, Partnership, Joint-Stock Companies, Common Carriers, Real Estate, Conveyancing, etc. All the ordinary legal decu-

ments and business forms, such as Deeds, Mortgages, Leases, Contracts, Wills, etc., are examined by and explained to the students. We do not, however, presume to teach this subject, with the idea of enabling a business man to dispense with professional advice, but to simply furnish him with a knowledge, that will enable him to act intelligently in his every day business engagements, any sensible person will agree with us on this point, when he considers that to become a learned lawyer, a man must have ten, fifteen, or twenty years of special training.

MODERN BUSINESS.—What electricity is to business, steam-driven machinery is to power, phonography or shorthand writing is to the rapid placing of one's thoughts or ideas on paper.

WE LIVE IN AN AGE noted for its rapid strides in all that pertains to material progress. Our people are ever growing more practical in their tastes and modes of thought. Educational methods and processes must adapt themselves to this growing tendency toward the practical. Even the old Greek Philosopher, when asked what boys should study at school replied; "That they which are to practice when they become men." Honest toil, hopefulness brains, and a resolute will are all that we need.

## Practical Grammer Correspondence and Spelling.

When a young man makes an application for a position, whether it is made verbally or in writing, his chances of obtaining it and of promotion afterwards are greatly increased if he has an easy accurate form of speech. Let grammar always be taught as an aid to the expression of language and never for its self alone. Better not to know what grammar means and have thoughts and express them as if you were an animated being, than to know all the grammars printed with the effect of making an oyster of yourself.

We find that in every branch of industry, the

leaders, are men who are not only master's of their profession, but they are thoroughly conversant with the principles and usages of language. We find them among farmers, mechanics, tradesmen and artisans of every class. This was not so a few years ago. But now accuracy and precision in the use of language, have grown to be an important part in every profession, and all practical walks of life. Our method of teaching this important branch is that employed by the most successful teachers in the country. By avoiding all those technicalities, which formerly made the study of grammar such a bugbear to the student, and by applying the plain practical principles of language to the construction of errors this study is made interesting and profitable.

Our aim in teaching this subject is simply to direct attention to the desirability and advantage of an acquisition of an easy, graceful, intelligent manner of expression, to the avoidance of the careless, inarticulate, hesitating style in which some people shroud their knowledge and mystify their utterance. The frequent drills in the letter writing exercises are great helps to the student, and are of life long importance: and should be made one of the leading elements of every person's education.

SPELLING.—One of the first things an experienced and educated person notices in the writing of another is the spelling, and although learning to spell the English language correctly is the most difficult task of school life, a man's educational standing is many times sadly lowered in the estimation of those who have become proficient in this particular, from the fact of his bad spelling.

We have made the spelling exercises an important feature of the College. The students write their spelling lessons thus training at once the eye, the hand and the brain to do the work which has to be done so often in a life-time. It is a fully ascertained fact that very few English words are spelled as they are spoken; that is, the names of the letters used in Spelling a word when put together very seldom make up the sound of the word. On an

"Titles [illegible] ppiness."

average there is not more than one in a thousand thus written. In the 50,000 words in our language there are only about fifty that are properly spelled. Our alphabet was not constructed to express English; and therefore, it is not surprising if its adoption should have entailed upon us many inconveniences.

TEACH your boys that which they will practice when they become men.

The above is an often repeated aphorism; but the tendency of the age seems to be to teach the boys and girls those things which they will not require to use during life, and keep them in ignorance of those things that will be of every day importance to them. A thorough commercial education may be obtained here in a few months, at a trifling cost, and will do vastly more for the average young man or woman, so far as "getting on in life" is concerned, than several years, and large sums of money spent in the study of science and classics. Culture is valuable and eminently desirable, but the paramount duty of every parent is to thoroughly equip his boys and girls for earning a livelihood.

No matter what the present condition of the parent or child may be, a turn of the wheel of fortune may find him dependent upon his own unaided efforts. Again culture is valuable, but when age and incapacity for duty come, a competence will be much more satisfactory.

Business Arithmetic.—Business arithmetic is a solid branch of a business education. Realizing the truth of this, we give our students superior advantages of study in this as in other branches of our

"Be cou[illegible] to everybody."

course, providing for their assistance a Business Arithmetic, that in the presentation and explanation of the subjects and in the rules and examples for practice is all that its names implies ; it is also a superior book of reference for the best managed counting-rooms in our great business houses. The demands of business require not only accuracy in figures but speed, and this fact furnishes the key-note of our instruction in arithmetic. In our teaching we aim to give our students a clear comprehension of each subject under consideration by the most thorough drilling in questions of a business nature. To facilitate operations, and reach results as speedily as possible, we use all the reliable time and labor-saving rules, and therefore what in other institutions is found to be a hard and distasteful task (with books that have remained unimproved for nearly a fifth of a century) is here pursued as an interesting and highly profitable study.

## Other Advantages.

Literary Societies.—The students of our business college have the privilege of joining either of the splendid Literary Societies in the Seminary. These society halls are carpeted and fitted up in fine shape and used exclusively for the society meetings. Many a young man has prepared himself for public speaking in the literary society, and it certainly offers a grand opportunity for any young man or woman to exercises their talents in that direction. Many young men have become fluent speakers by taking an active part in the literary societies.

LIBRARY.—We have now a very fine Library in the Seminary, and business students have what is offered in very few business colleges, viz: free access to a well selected library, where students may select and read any kind of good literature they may desire. This is a rare privilege for the business college student.

MILITARY DRILL.—We offer to the students another privilege which is not offered by the ordinary business college. A cadet corps has been organized, and drills regularly with state rifles and uniform, and under proper officers. Business students have the privilege of joining this corps, and many find it beneficial to their health as well as giving them a better step and carriage.

LECTURES.—Lectures are given to the Business students by men of talent and fame. These lectures are free and are directly in line with the work of the students, thus giving them the benefit of years of experience and reading of our ablest lawyers and practical educators.

RELIGIOUS SURROUNDINGS.—We know of no place more helpful in aiding young people to form habits of integrity, honesty, punctuality, promptness, self-reliance, and industry. And we feel sure that no young man or woman can spend a few months, or even a few weeks in our school without being helped to a higher and nobler plane of living. A students meeting is held every Sunday afternoon at three o'clock, in the Seminary chapel, to which all students are invited. Our school is christian, but not sectarian, and a place where all, and especially the young convert may receive spiritual strength and develop the christian graces.

## At the Head.

THE success of any enterprise depends upon its management. So the success of the West Virginia Conference Seminary Business College is due to the capable management of Prof. McIver, who devotes his entire time to the work for which he has

special qualifications and adaptations. He is a graduate of Albert College Business School, Belleville, Ont., of the class of '84, and of Rochester Business University, of Rochester, N. Y. He is a practical teacher of Public Schools and has been Principal of Albert College Business School and Professor in French's Business and Mantical College, Boston, Mass. Education and experience has fitted Prof. McIver to make the destiny of the West Virginia Confesence Seminary Business College, *The Leading Business College of the State.* The public appreciation of these facts is manifested by the increasing patronage.

# Rates of Tuition.

FALL TERM, TEN WEEKS.

| | |
|---|---|
| Business Course, including Penmanship, | $11.50. |
| Shorthand, | 3.00 to 10.00. |
| Type-writing, ¾ hr. lesson daily, | 3.00. |
| Plain Penmanship, 3 lessons per week, | 1.75. |
| Ornamental Penmanship, 2 lessons per week, | 2.00. |

WINTER TERM, FOURTEEN WEEKS.

| | |
|---|---|
| Business Course, including Penmanship, | $16.00. |
| Shorthand, | 4.00 to 14.00. |
| Type-writing, ¾ hr. lesson daily, | 4.00. |
| Plain Penmanship, 3 lessons per week, | 2.50. |
| Ornamental Penmanship, 2 lessons per week, | 3.50. |

Tuition for the Spring term is the same as for the Winter term. When two of the same family take the course at the same time a reduction of 10 per cent will be allowed to each.

DR. R. A. REGER,

Physician and Surgeon.

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DR. JOHN T. HUFF,

Main street, Buckhannon, W. Va.

Office next door to Buckhannon Bank.

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C. BURR, Proprietor.

U. G. YOUNG,

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BUCKHANNON, W. VA.

Office in Court House.

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I. C. WALDO, Propt.

## Financial Help at School.

INDUSTRIOUS young men who are willing to work, may find employment on Saturdays. Many students have been materially helped in this way, often making more than enough to pay their tuition.

For any information about the school not contained in this circular, write to the Principal,

PROF. D. M. McIVER.


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